



List of Do's and Don'ts

Please note this list does not cover all of the regulations for a Private Organization, but is just a brief overview. For more information, please reference AFI 34-223, the Private Organization Guide, base legal office, or the Private Organization Monitor.

DON'T

- Use letterhead, name or seal of DoD or DoD acronym, your rank or job title on a donation letter
- Use raffles, lotteries and other games of chance (raffle restrictions in AFI34-223 para 10.20 can be done when all parameters are met and approved by legal and commander)
- Compete with AAFES or Services NAFIs
- Sale alcoholic beverages
- Contact local businesses while in uniform
- Promise a business something in return for the donation or gift; it is just that...a donation or gift
- Advertise a company's name or logo that made a donation prior to your event (example: don't distribute a poster, flyer or email stating to come to the event and win a bike from Cycle Gear. Instead, when promoting your event, state to come win a bike. At the event you can then thank Cycle Gear for their donation.)
- Advertise your fundraiser until the Form 1 has been approved
- Conduct more than three fundraisers on Lajes AB per calendar quarter (AFI 34-223)

DO

- Use the following disclaimer on all print materials mentioning the POs name confirming that the PO is not part of the DoD.
"This is a private organization. It is not a part of the Department of Defense or any of its components and it has no governmental status."
- Have your donation letter reviewed by legal prior to seeking donations
- Submit your fundraiser request form at least 10 business days prior to the start of the fundraiser.
- Notify your Private Organization Monitor of any committee changes such as President, VP, etc
- Make it clear that you are raising funds as Private Individuals and NOT as a Captain, Sergeant, etc.
- Conduct Fundraisers during duty time if it is a FOR US BY US fundraiser (approved by the squadron commander and only within the squadron i.e. breakfast burritos for the building, chili cook off that stays within the squadron, etc.)